



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 123-2 (E)

3 MAY 2003

Inspection

COMPLAINTS

This regulation establishes policies related to Civil Air Patrol Complaints and Fraud, Waste and Abuse (FWA) Programs and Whistleblower Protection Program. It includes procedures for submitting and processing complaints against all CAP members acting in their volunteer capacity and against the corporate entity. This program is managed by the CAP Inspector General (CAP/IG). This regulation does not apply to complaints against persons acting in their capacity as CAP employees, who are governed by the *CAP Employee Handbook* or complaints alleging discrimination. **Note: This regulation has been revised in its entirety.**

1. General. The Civil Air Patrol complaints system is a program to prevent, detect, and correct any fraud, waste, abuse, mismanagement or deficiency, or cadet protection issues. The CAP Inspector General shall forward complaints against senior level CAP officials (sitting wing and region commanders and other national officers) to National Headquarters CAP and Headquarters CAP-USAF for review.

a. Oversight. CAP has responsibility for insuring the CAP/IG complaints program is properly implemented and that its members are afforded a fair and effective mechanism to redress complaints of FWA and reprisal. CAP-USAF does not administer the CAP/IG complaint system nor does CAP-USAF control CAP's investigations, the outcome of individual complaints, or membership administrative or disciplinary actions. If CAP-USAF has general concerns, at any time, about the manner in which the CAP/IG complaints program is being implemented, these concerns may be raised by the CAP-USAF/CC to CAP leadership in accordance with the Statement of Work or other document regulating relations between Civil Air Patrol and the United States Air Force.

b. Responsibilities. CAP members have a responsibility to report Fraud, Waste and Abuse violations (FWA); violations of policies, or directives; abuse (including abuse of authority); cadet protection issues, or misconduct; to an appropriate commander or IG. In addition, CAP members should report any known violations of law relating to these CAP issues.

2. Definitions.

a. "Abuse" is the intentional, wrongful, or improper use of CAP resources such as the misuse of rank, position, or authority that causes the loss or misuse of resources such as tools, vehicles, computers, copy machines, etc.

b. "Abuse of Authority" is an arbitrary or capricious exercise of power by a CAP member that adversely affects the rights of any person or results in personal gain or advantage to himself/herself.

c. "Cadet Protection Issue" See CAPR 52-10, *CAP Cadet Protection Policy*.

d. "CAP Directive" See CAPR 5-4, *Publications and Blank Forms Management*.

e. "CAP Member" See CAPM 39-2, *Civil Air Patrol Membership*.

f. "Complainant" means one who identifies a possible violation of a CAP directive, violation of law or serious misconduct, and brings it to the attention of the inspector general or a person in a position of leadership or authority.

g. "Complaint" means a written document listing facts and circumstances specifically alleging a violation of a CAP directive (as defined above), a violation of law, or misconduct.

h. "Conclusion" means the logical determination reached through reasoning and based upon factual information.

i. "Discrimination" See CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*.

j. "Employee" means a person who is a paid employee of Civil Air Patrol.

k. "Fraud" is any intentional deception (including attempts and conspiracies to effect such deception) for the purpose of: inducing CAP action, inaction or reliance on that deception; depriving CAP of something of value; securing from CAP a benefit, privilege, or consideration to which the party is not entitled. Such practices include, but are not limited to: offer of payment, acceptance of bribes or gratuities; making false statements, submission of false claims, use of false weights or measures, evasion or corruption of inspectors and other officials, deceit by suppression of the truth or misrepresentation of a material fact, adulteration or substitution of materials, falsification of records and books of account, arrangements for secret profits, kickbacks, or commissions, and conspiracy to use any of these devices.

Supersedes CAPR 123-2, 1 September 1999.

OPR: IG

Distribution: In accordance with CAPR 5-4.

l. FWA stands for Fraud, Waste and/or Abuse and may refer to issues of fraud, of waste, or of abuse or any combination of the three.

m. “Hostile Environment” means any threatening environment or atmosphere including, but not limited to, emotional and physical abuse, hazing, stalking, and offensive language.

n. “Investigative Officer” means an officer assigned in writing (see attachment 1) by a commander or inspector general to perform a specific investigation.

o. “Inspector General” means a CAP member who is appointed by the National Commander to the position of Civil Air Patrol Inspector General, or who has been appointed, in writing, to the position of region, wing or group inspector general by his/her respective region, wing or group commander.

p. “Investigation” means an authorized, systematic, and detailed examination to uncover facts and determine the truth and validity of a complaint.

q. “Member of Congress” means a United States or State Senator or Representative, or any aide, assistant, or secretary to the same.

r. “Membership Action Review Board” means an administrative review board established under Article XVI of the Civil Air Patrol Constitution.

s. “Misconduct” means improper conduct (acts or omissions) undertaken with the knowledge the conduct violates a standard (an identifiable directive, instruction, policy, regulation, rule, statute, or other standard without regard to knowledge, motive or intent) or willful disregard for that possibility with intent to harm or purpose of personal profit, advantage or gain.

t. “Mismanagement” means the management of resources or programs within one’s assigned responsibilities in such a manner as to create or perpetuate waste, abuse or to contribute to acts of fraud.

u. “Personnel Action” means any administrative action taken which changes a member’s status within CAP or that affects or has the potential to affect that member’s CAP position or career.

v. “Preliminary Investigation” means the gathering of information or facts to determine whether the merits of an allegation constitute a complaint under this regulation.

w. “Preponderance of Evidence” means the greater weight of credible evidence supports the findings.

x. “Priority Investigation” means an investigation directly involving cadet protection issues, safety, loss of life, or CAP tangible assets. These investigations are critical and will take precedence over all other pending investigations.

y. “Protected Communication” means any lawful communication to a Member of Congress or a Department of Defense or CAP inspector general, legal officer or the members’ chain of command. Those communications that are willfully false or made publicly with the ostensible purpose of harassment do not meet the definition of a Protected Communication.

z. “Read In Document” means a mandatory initial document setting out the scope and expectations of the investigation and signed by those individuals giving evidence (see attachments 2 and 3). Read In Document forms may be amended to meet individual state legal requirements, but must be approved by General Counsel (NHQ CAP/GC).

aa. “Report of Investigation” (ROI) means the final report written by the respective inspector general or the assigned investigative officer outlining the findings and conclusions of the investigation.

bb. “Reprisal” means retaliating or threatening to retaliate by taking an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, for making or preparing a **protected communication**.

cc. “Respondent” means a person who is alleged to have committed, a violation of a CAP directive, a violation of law, or misconduct.

dd. “Senior Level CAP Official” means sitting wing and region commanders and other national officers.

ee. “Sexual Harassment” is unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to the conduct:

- 1) is made a term or condition of membership in CAP or membership privileges/benefits;
- 2) is a basis for decisions affecting CAP membership and or membership privileges/benefits;
- 3) creates an intimidating, hostile or offensive volunteer work environment; or
- 4) has the purpose/effect of unreasonably interfering with an individual’s volunteer work.

ff. “Timely Whistleblower Complaint” means:

1) A written complaint alleging reprisal for making or preparing a protected communication filed within 60 days of the member or parent or legal guardian of a cadet member becoming aware of the personnel action that is subject of the allegation.

2) A written complaint alleging reprisal for making or preparing a protected communication made after 60 days of the member or parent or legal guardian of a cadet member becoming aware of the alleged **reprisal** when an **inspector general** determines, in writing, there are extraordinary circumstances justifying the delay in filing the complaint or there is special Civil Air Patrol interest in the matter. Such determination shall balance considerations of staleness of evidence, fairness to the respondent and Civil Air Patrol's interests.

gg. "Waste" is the extravagant, careless, or needless expenditure of CAP funds or consumption of CAP property that results from deficient practices, system controls, or decisions.

3. The Whistleblower Protection Program.

a. Policy. The CAP Whistleblower Protection Program provides for protection against reprisal or abuse of authority for members who expose any fraud, waste, mismanagement, deficiency, cadet protection issue, abuse of authority or discrimination. This program is applicable to all Civil Air Patrol members.

1) No person shall restrict a member of the Civil Air Patrol from making a protected communication.

2) Any Civil Air Patrol member who attempts to limit another member's right to make or prepare a protected communication, or who attempts to retaliate against a member for making or preparing a protected communication is in violation of the CAP Whistleblower Protection Program policy and is subject to administrative and/or disciplinary action.

3) A Timely Whistleblower Complaint is considered an administrative action, and no appeal of an adverse membership action may be made to the Membership Action Review Board until the Timely Whistleblower Complaint has been resolved.

b. Responsibilities.

1) Civil Air Patrol Inspector General.

a) Develops, publishes and oversees the Whistleblower Program.

b) Develops training materials for CAP members.

c) Develops publicity materials and articles to publicize the Whistleblower Program.

d) Investigates Whistleblower complaints against members of the national staff, region commanders and members of region staffs.

2) Region Inspectors General.

a) Normally investigate Whistleblower complaints against wing commanders and members of wing staffs.

b) Disseminate information and materials regarding the Whistleblower program.

3) Wing Inspectors General.

a) Normally investigate Whistleblower complaints against group and squadron commanders and members.

b) Disseminate information and materials regarding the Whistleblower program.

c. Procedures.

1) **Timely Whistleblower Complaints** will be investigated in accordance with paragraph 8 of this regulation. Whistleblower complaints that are not **Timely Whistleblower Complaints** will be returned to the complainant with an explanation of why it is being returned.

2) Upon receipt of a **Timely Whistleblower Complaint**, the recipient will forward a copy of the complaint to CAP/IG and a copy of the complaint to NHQ CAP/GC. In addition, if the complaint is against a CAP senior level official, a copy will be forwarded to CAP-USAF/IG.

3) A copy of all completed reports of Whistleblower Complaints, along with actions taken, if any, will be forwarded to CAP/IG, NHQ CAP/GC and, if the complaint is against a Senior Level CAP Official, to CAP-USAF/IG.

4. Sexual Abuse Complaints, Complaints Involving Criminal Conduct. The commander, or inspector general receiving a complaint of alleged sexual abuse or involving criminal conduct shall give immediate notification to NHQ CAP/GC. Complaints of sexual abuse or other criminal conduct should be reported to and investigated by appropriate civilian law enforcement agencies as appropriate to the laws of the state. Any further action or investigation into these complaints, by CAP, must be specifically authorized by NHQ CAP/GC. (See CAPR 52-10, *CAP Cadet Protection Policy*; and CAPR 52-16, *Cadet Program Management*, as it relates to sexual abuse in violation of the Cadet Protection Policy).

5. Complaints Processed Under Other Regulations. The IG complaint program may not be used for matters normally addressed through other established grievance or appeal channels, unless there is evidence that those channels mishandled the matter or process. If a policy directive provides a specific means of redress or appeal of a grievance, complainants must exhaust those procedures before filing an IG complaint.

6. Complaints and Chain of Command Policy.

a. To provide an opportunity for the internal resolution of disputes, unit commanders are encouraged to maintain an open door policy for the members of their respective units.

b. Members should follow the chain of command. Commanders and members should make every attempt to resolve problems, conflicts, and disputes within CAP at the lowest unit level possible.

c. A member's use of the procedures set forth in this regulation will be free from retribution or reprisal by any other member. However, CAP members must understand that when submitting complaints, they are making official statements within CAP channels. Therefore, CAP members may be subject to administrative or disciplinary action under appropriate CAP regulations for knowingly making false statements. Any commander or IG who reasonably believes a complainant has submitted a knowingly false statement should consult with their Legal Officer before taking any action.

d. Prior to presenting a complaint to the appropriate inspector general, individuals should first consider whether their complaint may be solved more quickly and simply by referring it to the member's unit commander, legal officer, or chaplain.

e. Members are advised of their duty to use appropriate channels and grievance systems to resolve complaints at the lowest possible level and will not send copies of complaints, or correspondence relating to complaints, to other CAP members, including CAP staff or members of the CAP Board of Governors (BoG), except as outlined in para 7b. However, nothing herein should be interpreted as restricting a member's right to communicate with elected or regulatory federal, state and local governmental officials or legal counsel.

7. Complaints Submission.

a. All complaints must be in writing, dated and signed by the complainant. E-mail and voice (telephone) complaints require a written follow up, with a signature, submitted (postmarked or hand delivered) within 8 days. Complaints must be accompanied by all available documentation in the possession or control of the complainant. Priority investigations may be initiated upon receipt of a verbal or e-mail complaint, which must be followed by a written complaint submitted within 8 days. CAP will accept FWA and other complaints from any source, however, complaints submitted under the CAP Inspector General System must be filed using the procedures established in this regulation.

b. Complaints shall be submitted to the commander or inspector general of the unit to which the complainant is assigned. If the respondent is not in the same chain of command as the complainant, the commander or inspector general will forward the complaint to the appropriate commander or inspector general in the respondent's chain of command and will notify the complainant of the transfer. Should the complaint be against a commander or inspector general, the complaint shall be filed with the commander or inspector general at the next higher organization level (see CAPR 20-1, *Organization of Civil Air Patrol*).

c. Complaints against members of the Board of Governors are filed with the Secretary of the Board of Governors and investigated as determined by the Board of Governors. CAP-USAF will be notified immediately of all complaints against members of the Board of Governors.

d. Complaints against senior level CAP officials shall be submitted directly to the CAP Inspector General. Upon receiving such a complaint, the CAP Inspector General will:

- 1) Notify National Headquarters CAP/EX, CAP-USAF/IG, the Chair of the CAP Board of Governors, and the CAP National Commander.

- 2) Ensure the allegations of misconduct, fraud, waste and/or abuse are investigated.

- 3) Following the completion of an investigation, forward a copy of the final Report of Investigation (ROI) and all pertinent documents related to the complaint (if requested) to the Chair of the CAP BoG, NHQ CAP/EX, NHQ CAP/GC, CAP-USAF/IG and CAP/CC.

- 4) The CAP/IG will act as the CAP central repository for reports of investigation or any other adverse information against CAP senior level officials.

- 5) The CAP/IG or an investigating officer, appointed by the Board of Governors, will handle all complaints against the National Commander or National Vice-Commander in accordance with this regulation. Any allegations of personal misconduct or morale turpitude will be promptly turned over to the National Legal Officer in accordance with the CAP Constitution and Bylaws. The CAP National Legal Officer will determine if any action is warranted under CAPR 35-7, *Removal of National Commander or National Vice-Commander*.

e. Complaints against the CAP Inspector General are submitted directly to the CAP National Commander and the CAP-USAF/IG

f. The complainant shall submit the complaint within 60 days of the occurrence or action upon which the complaint is based or within 60 days of the complainant becoming aware of the occurrence or action upon which the complaint is based.

g. Complaints may be delivered personally, by mail, voice (telephone) or by e-mail. The date of actual receipt or 5 days following the date of the postmark, whichever is earlier, is the effective date of the complaint. The complaint must be annotated with the date received and the original postmarked envelope retained to properly establish date of receipt. The effective date of e-mail complaints will be the date of actual receipt only if a written follow-up, with signature, is received within 8 days following the date of the receipt of the e-mail.

h. Complainants, respondents, and witnesses are expected to be truthful in all matters concerning an investigation. Failure to be truthful, to respond, or to cooperate fully in an investigation may subject a member to disciplinary action up to and/or including membership termination as allowed for under CAPR 35-3 and other appropriate CAP regulations.

i. In the case of a conflict of interest between the person investigating the complaint and the complainant, respondent or any witness, the inspector general or investigative officer may assign an impartial investigative officer to perform the investigation or may refer the complaint to the next higher level inspector general office. However, upon completion of the investigation, the findings and conclusions shall be sent to the appointing authority in the respondent's chain of command.

j. Commanders and all personnel involved or having knowledge of an investigation are cautioned not to discuss the complaint, investigation, or findings with persons not involved in the investigation or in the direct chain of command of the complainant or respondent. Unauthorized disclosure may result in a claim of defamation against the individual making such unauthorized disclosure and against CAP in a court of law.

8. Complaint Processing.

a. Receipt of a complaint shall be acknowledged in writing by the inspector general or assigned investigative officer within 30 days of the effective date of the complaint. Investigations should be completed within 180 days unless there is a justifiable reason for delay. The IG or IO will send reports every 45 days to both the complainant and the commander who directed the investigation indicating how the investigation is progressing, without discussing specific issues or information relating to or derived from the investigation.

b. The National, region and/or wing commanders will assign, in writing, an inspector general or investigative officer to investigate the complaint. Group commanders must request an appointment letter for group level investigations from the wing commander since the group commander is not a corporate officer. Appointed inspectors general may appoint, in writing, one or more investigative officers. The appointment letter shall state the nature of the complaint and any limits to the scope of the investigation. If, during the course of the investigation, additional allegations are made or the scope of the investigation changes, a new appointment letter will be executed. A proper appointment letter is necessary to afford the inspector general and/or investigative officer indemnification under CAPR 112-10, *Indemnification*.

c. Before the inspector general conducts an investigation, the inspector general will conduct a complaint analysis reviewing the allegations and evidence to determine if an investigation is warranted, or if the complaint should be resolved within command, or other channels. If the inspector general determines that the complaint does not warrant investigation, or that it is being forwarded to command or other channels for resolution, the inspector general will provide timely written notice to the complainant. For example, this would include any complaint covered by another CAP directive, complaints that could be resolved more quickly and effectively through the chain of command or other channels. Documentation of the complaint analysis shall be maintained IAW paragraph 9a of this regulation. **All complaints that involve alleged Whistleblower protections, and reprisal will be investigated by the IG.**

d. Once a complaint is determined to be warranted, and is therefore in inspector general channels, only the inspector general may remove the complaint from inspector general channels.

e. Commanders will ensure the inspector general or investigative officer, in consultation with the legal officer, investigates all appropriate complaints filed within inspector general channels. The inspector general will notify the respondent's commander of the complaint and, if appropriate, and on behalf of the commander, shall either personally investigate the complaint, or cause an investigation to be completed. Upon initiation of an investigation, the inspector general or investigating officer shall provide the respondent a short, plain statement of the general nature of the complaint and that the complaint is under investigation. The identity of the complainant shall remain confidential.

f. Priority investigation complaints shall take precedence over all other complaints and shall be processed immediately by the inspector general or assigned investigative officer.

g. Since the purpose of an investigation is to ascertain facts, full cooperation is required by complainants, respondents, and witnesses who are CAP members. Failure to respond with truthful and complete information or any action to impede the process of the investigation in any way may subject a member to disciplinary action up to and/or including membership termination as allowed for under CAPR 35-3 and other appropriate CAP regulations. Individuals providing evidence in an investigation may be required to sign the Read In Document. There is no requirement for legal representation, recorded testimony, a formal hearing, or application of the rules of evidence. If any complainant, respondent or witness fails to appear after being properly notified, the investigation should proceed without his/her input.

h. It is the responsibility of the inspector general or assigned investigative officer to conduct an objective inquiry and to find factual information.

- i. Inspectors general and investigative officers will not make written recommendations to commanders.
- j. Upon completion of an investigation the inspector general or investigative officer will submit written findings to the appropriate commander in a Report of Investigation (ROI). A ROI shall include at least the following points:
 - 1) Background of the complaint (how it came to the attention of the inspector general or investigating officer).
 - 2) Complainant's allegation.
 - 3) Applicable CAP, FAA, FCC or other directives that may have been violated.
 - 4) Complainant's documentation and/or testimony. (Attach copy of Read In Document.)
 - 5) Respondent's documentation and/or testimony. (Attach copy of Read In Document.)
 - 6) Witnesses' documentation and/or testimony, if any. (Attach copy of Read In Document)
 - 7) Findings of facts.
 - 8) Conclusion classification for each of the allegations, derived from the findings (sustained or not sustained), with a discussion of the facts or lack of facts that support the classification. If the inspector general or investigative officer considers the complaint without merit, that finding may be noted.
 - 9) Signature of the inspector general or investigative officer.
- k. Conclusion classifications shall include one of the following categories:
 - 1) SUSTAINED -- an allegation is "sustained" when the inquiry reveals "a preponderance of evidence" in support of the allegation.
 - 2) NOT SUSTAINED -- The inquiry determined that the act complained of did not occur, was justified according to applicable directives, or that there was not a preponderance of evidence to support the allegation.
- l. The findings of the inspector general or the investigating officer shall be based upon preponderance of evidence.
- m. The Investigation and ROI is done for the commander. It shall remain confidential.
- n. Generally, the CAP command level conducting an investigation shall pay the costs incurred during investigations (exceptions may be agreed upon by the command levels involved). The inspector general or assigned investigative officer will not be expected to personally pay for expenses related to any investigation.
- o. The appropriate level legal officer should review ROIs. The legal officer should, at a minimum, review:
 - 1) The allegation(s) and complaint to see if they make sense.
 - 2) The facts of the investigation to see if they support the ROI's conclusion.
 - 3) The applicable standards and whether they were properly addressed in the ROI.
 - 4) Who violated the standards and were there any mitigating factors.
 - 5) Whether the standard of proof is a "preponderance of evidence".
- p. Commanders may accept or reject the findings of an inspector general or investigating officer, or may direct further investigation.
- q. Upon receipt of the findings and when the appointing commander is satisfied that the complaint has been fully investigated, the commander will provide the complainant and the respondent with a written memorandum stating the commander's decision.
- r. If the commander, after consultation with the legal officer, elects to impose an administrative action against a member based upon the ROI, the notification to the member must include the specifics of the infraction and enough of the facts from the ROI so that the member can make a meaningful review of the commander's decision. Requests for review of the commander's actions, if any, are requested and made pursuant to the regulation under which the commander's action is taken.
- s. If a complainant or respondent disagrees with the validity of the findings of an investigation, or the conclusions of the appropriate commander, s/he may request that the next higher-level IG review their case. This request must occur within 90 days of receiving the commander's response. This review process may only be elevated one level. Simply disagreeing with the findings or corrective action taken will not constitute sufficiency for additional IG review. The request must be in writing, give specific reasons why the complainant believes the original IG investigation was not valid or adequate, provide additional information to justify a higher level review on previously considered issues.

9. Disposition of Records.

a. Upon completion of an investigation, the investigating inspector general shall consolidate a copy of all documentation. This shall constitute the case file. The case file shall be sealed in an envelope and the outside marked with the full name of the complainant and the year the complaint is closed out. These files are confidential and should be kept under lock and key and passed to the subsequent inspector general. These case files will be maintained in accordance with CAPR 10-2.

b. ROI and case files are privileged information documents. They will not be released (in whole or in part), reproduced, or given additional dissemination (in whole or in part) outside of inspector general or legal officer channels without prior written approval of the CAP Inspector General and the CAP National Commander after consultation with the CAP National Legal Officer.

3 Atch

1. Appointment of Inspector General to Conduct Investigation
2. Civil Air Patrol Inspector General Read In Document A
3. Civil Air Patrol Inspector General Read In Document B



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PRIVILEGED INFORMATION DOCUMENT
ONLY PERSONS HAVING A NEED TO KNOW WILL REVIEW THIS MATERIAL

APPOINTMENT OF INSPECTOR GENERAL TO CONDUCT INVESTIGATION

DATE

MEMORANDUM FOR: Rank Name, CAP
 e-mail@xol.com
 Inspector General
 Wing/Region

FROM: Rank Name, CAP
 e-mail@xol.com
 Commander
 Wing/Region

SUBJECT: **COMPLAINT** of Rank **NAME**, CAP, ID#, Leadership Position, Organization, Wing

SUBJECT: **MEMBERSHIP TERMINATION** of Rank **NAME**, CAP, ID#, Organization Charter (if known), City, State

The Wing/Region Inspector General is hereby authorized to inquire into all aspects and circumstances of a complaint action filed by name concerning an allegation of xxxxxx.

Acting pursuant to authority granted by the Civil Air Patrol BYLAWS, SECTION 10.7f, the Civil Air Patrol Inspector General shall interview any and all CAP and USAF personnel (active, inactive, or retired) and any other person known to the Inspector General to have knowledge of these matters, review any and all records, files, correspondence, and documents (including any and all confidential and court records, files, correspondence, and documents), and inspect any and all tangible or intangible relationships, material, assets, or property deemed necessary by the Civil Air Patrol Inspector General in order to bring this matter to conclusion. The Civil Air Patrol Inspector General is authorized to appoint additional Investigating Officers to assist, as he/she deems necessary.

NAME, Rank, CAP
 Commander
 Wing/Region



Office of the Inspector General
WING/REGION HEADQUARTERS
CIVIL AIR PATROL

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United States Air Force Auxiliary



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ONLY PERSONS HAVING A NEED TO KNOW WILL REVIEW THIS MATERIAL

CIVIL AIR PATROL INSPECTOR GENERAL READ IN DOCUMENT

DATE

Rank Name, CAP

Organization

Address

City, State Zip

Dear Rank Name:

The Inspector General has been authorized by the Commander to inquire into the nature of a complaint of which you may have information or be involved. An inquiry will be conducted concerning this matter. The Inspector General or their designee is authorized to interview any and all CAP and USAF personnel, review any and all records, files, correspondence, and documents, and inspect any and all tangible or intangible material, assets, or property deemed necessary by the Inspector General in order to bring this inquiry to conclusion.

To preserve the integrity of our inquiry, **we ask that from this point in time forward and while the inquiry is in progress that you not discuss this situation with anyone, other than personnel serving on the inspection team from the Office of the Inspector General.** You are expected to be truthful in all matters concerning this situation. Your failure to be truthful could be consequential to your CAP membership.

You are reminded that Civil Air Patrol Regulation (CAPR) 123-2, paragraph 6e states (in part):

e. Members...will not send copies of complaints, or correspondence relating to complaints, to other CAP members, including CAP staff or members of the BoG.

The sending of copies of complaints, or any correspondence related to complaints, to other CAP members, including any member of the National CAP or USAF staff, before the Inspector General has completed the inquiry will not be tolerated.

Failure to be truthful or failure to cooperate in this matter may cause termination of your membership privileges or other privileges provided for you by CAP regulations. This request does not abridge your privilege to contact governmental officials (elected or regulatory) or to discuss this situation with legal counsel.

NAME, Rank, CAP

e-mail@xol.com

Inspector General

Wing/Region

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION. I KNOW THAT I AM TO RESPOND TRUTHFULLY AND PROMPTLY IN WRITING TO IG REQUESTS FOR INFORMATION.

SIGNATURE

DATE

PLEASE SIGN AND RETURN THIS FORM IMMEDIATELY TO THE INSPECTOR GENERAL



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WING/REGION HEADQUARTERS
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United States Air Force Auxiliary



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ONLY PERSONS HAVING A NEED TO KNOW WILL REVIEW THIS MATERIAL

CIVIL AIR PATROL INSPECTOR GENERAL READ IN DOCUMENT

DATE _____

NAME _____, CAP GRADE _____

CAP ORGANIZATION _____

YOUR CONTACT ADDRESS _____

CITY, STATE & ZIP _____

TELEPHONE _____

The _____ Inspector General has been authorized by the Commander to inquire into the nature of a complaint concerning _____. An inquiry will be conducted concerning this matter. The Inspector General or their designee is authorized to interview any and all CAP and USAF personnel, review any and all records, files, correspondence, and documents, and inspect any and all tangible or intangible material, assets, or property deemed necessary by the IG team in order to bring this inquiry to conclusion.

To preserve the integrity of our inquiry, **we ask that from this point in time forward and while the inquiry is in progress that you not discuss this situation with anyone, other than personnel serving on the inspection team from the Office of the Inspector General.** You are expected to be truthful in all matters concerning this situation. Your failure to be truthful could be consequential to your CAP membership.

You are reminded that Civil Air Patrol Regulation (CAPR) 123-2, paragraph 6e states (in part):

e. Members...will not send copies of complaints, or correspondence relating to complaints, to other CAP members, including CAP staff or members of the BoG.

The sending of copies of complaints, or correspondence related to complaints, to other CAP members, including any member of the National CAP-USAF staff, before the Inspector General has completed the inquiry will not be tolerated.

Failure to be truthful or failure to cooperate in this matter may cause termination of your membership privileges or other privileges provided for you by CAP regulations. This request does not abridge your privilege to contact governmental officials (elected or regulatory) or to discuss this situation with legal counsel.

NAME, Rank, CAP
e-mail@xol.com
Inspector General
Wing/Region

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION. I KNOW THAT I AM TO RESPOND TRUTHFULLY AND PROMPTLY IN WRITING TO IG REQUESTS FOR INFORMATION.

SIGNATURE

DATE

PLEASE SIGN AND RETURN THIS FORM IMMEDIATELY TO THE INSPECTOR GENERAL